

## **NOW HIRING FOR NEW PORT - RELATED POSITIONS TRUSTED AGENT**

### **General Information:**

A Trusted Agent (TA) is a contractor who is granted authority by the Federal Government to administer the Transportation Worker Identification Credential (TWIC) enrollment and activation processes.

In order to become a certified TA, an individual will be required to complete a three-part process that includes: completing the preliminary screening (criminal and credit check, software testing, and reference check), obtaining clearance at NACI level processed by the Department of Homeland Security, and successful completion of the hands on training.

The position, which is part-time, permanent for six months, has a salary range of \$13 - \$15 per hour. Low cost medical insurance is also available.

### **Minimum Requirements:**

- High school diploma or equivalent experience/combined education
- One year experience in data entry
- Type 40 wpm/8000 KPH
- Ability to lift up to 25 lbs.
- Possess excellent communication skills
- Must be a US Citizen
- Proficiency with Windows, MS Office, and office hardware
- No felony convictions
- Ability to successfully pass a criminal background investigation

### **How to Apply:**

Email your resume to Eddie Adkins at [eddiea@abbtech.com](mailto:eddiea@abbtech.com). To be considered for the position, be sure to include the following words: *"Referred by the Pacific Gateway Workforce Investment Network."* Need more information? Call **Gina McKenna 562.570.3731/TTY 562.570.4629**



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ADMINISTERED BY:



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Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities. To request a reasonable accommodation, please call 562.570.3738 or TTY 562.570.4629, at least 72 hours prior to event.